VERMONT INTEGRATED SERVICES AGENCY ACTION PLAN

AGENCY _____ **DATE SUBMITTED**: _____

PROGRAM _____

CONTACT PERSON: _____

VISI Coordinator: _____ **Review Date**: _____

Action plans:

1. Each program should establish an agency wide Integrated Services Team.
2. Action plans should be based on the seven domains of the DDCAT Assessment and your DDCAT report.
3. The Action Plan is an incremental process. The agency does not *need* to have goals for all 35 items or for each of the 7 domains. The action plan should be attainable and prioritized to the needs of the agency/program.
4. Action plans are not limited to a set number of goals. Cut and paste the template as needed.
5. The DDCAT toolkit will help a program develop their action plan. One action plan per program.
6. High priority goals can look to areas of very high need and/or areas where action can be taken quickly and effectively.
7. Welcoming and screening for people with co-occurring conditions should be considered high priority.
8. Action plans should be developed and reviewed with your VISI program coordinator.
9. Action plans should be adopted and integrated into your agency service plan, organization plan or strategic plan.
10. Action plans are due within 30 days of receiving your DDCAT program review and updated annually.
11. Action plans should have action steps that take a regional approach.
12. Action plans need to be completed and signed off on by the VISI program coordinator for installment of incentive funds.

GOAL DOMAIN:	DDCAT ITEM	ACTION STEPS	DUE DATE	RESPONSIBLE PEOPLE	CURRENT STATUS/NEXT STEPS
EX). To review our program structure to make it more co-occurring focused beginning with our mission statement.	I.A. Primary treatment focus as stated in mission statement	1. Engage in a process that will develop the program's focus to make it more co-occurring accessible. Meet with management team, board of	August 31, 2007	Executive Director, Board of Directors	In process. Mgmt team 6/1/07 Board mtg 6/20/07

GOAL DOMAIN:	DDCAT ITEM	ACTION STEPS	DUE DATE	RESPONSIBLE PEOPLE	CURRENT STATUS/NEXT STEPS
		directors, consumers and community members. 2. Review and update current mission statement, brochures, manuals and literature in waiting rooms to make it more co-occurring friendly.			

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